

20 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

25X1A a. A two-day refresher in Class B financial accounting procedures was given to a CS student due to depart soon [redacted]

b. Students scheduled for overseas duty are being encouraged by us to return for refresher training prior to their departure if they were graded "P" or lower in any portion of the course.

c. The Finance curriculum is being beefed up in the areas of Operational Loans, Escrow Accounts, and Memorandum Accounts by the addition of 20 class exercises on these subjects.

2. Training Course for Technical Officers (Contract Overrun)

25X1A The two [redacted] representatives who are developing the material for and will serve as instructors for the second, third, and fourth days of the course had their second meeting with representatives of the Procurement Management Staff/OL to discuss in greater detail the Agency's policies and procedures on procurement and contract administration. The Agency personnel who attended the meeting were impressed with the insight and general expertise displayed by the contractor's personnel.

3. Clerical Training

A presentation by Library personnel on the CIA Library was given for the first time in the Clerical Orientation course on 18 August to acquaint employees with the location of the library, its services, and its facilities. The library tour, which comprises the second half of the presentation, will be conducted each Friday afternoon.

4. Responses to CTP Questionnaire

Responses have been received from 86 percent of the addressees to whom the questionnaire on the Clerical Training Program was sent. The statistical analysis will be based on this figure and further follow-up on non-respondents will not be undertaken.

B. MANAGEMENT TRAINING

1. FMSAC Performance Appraisal Workshop

On 16 August, Mr. [] DC/FMSAC was briefed concerning possible objectives, course design, and timing of a Performance Appraisal Workshop for FMSAC. Mr. [] agreed that the current course design, recently used in the 27-29 April Office of Logistics Workshop, is appropriate. FMSAC has been given a detailed schedule for the workshop, the questions for team discussion, and copies of the pre-work questionnaire.

The workshop will be held on 9 - 10 September (four hours each day). Arrangements have been made to use the O/DDS&T Conference Room for classroom sessions and FMSAC office space for team activity. The C/FMSAC, Mr. David Brandwein, will kick off the workshop and DC/FMSAC plus all Division and Branch Chiefs will participate.

2. []

On 19 August 1971 [] [] phoned to inquire about our orders for additional AM(P) course materials. He was informed that we have sufficient materials for the two AM(P)'s scheduled this fall and that future orders of materials depend on whether or not these courses are well attended.

Mr. [] again inquired concerning the Agency's interest in [] Senior Management Seminar (which he publicized and discussed at length during the last Senior Management Seminar (Planning) [] and was informed that we see no immediate likelihood for a requirement of this kind.

3. Grid Materials

25X1A The first shipment of Managerial Grid materials has been received from [] and the balance of our order is due for delivery on 24 August. Together with what we have on hand, the incoming materials are sufficient to allow up to ten runnings of the Grid during FY 72.

C. GENERAL

25X1A 1. Miss [] reported for duty as a Clerical Training instructor on 18 August.

25X1A 2. Miss [] who was a summer employee with the Clerical Training Faculty, resigned on 13 August 1971 to resume her education at William and Mary College in Williamsburg, Va.

25X1A

[]
Chief, Support School, TR

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